

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

WEST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #1 (PORT ALLEN)

Contents

OCCUPATIONAL INDEX TO CLASSES 2

 FIREFIGHTER/OPERATOR 3

 FIRE CAPTAIN..... 6

 DEPUTY FIRE CHIEF..... 9

 FIRE CHIEF..... 13

 DIRECTOR OF ADMINISTRATION 17

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

WEST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #1 (PORT ALLEN)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

DEPUTY FIRE CHIEF **

FIRE CHIEF*

ADMINISTRATIVE AND CLERICAL CLASSES

DIRECTOR OF ADMINISTRATION*

*Competitive class

**Promotional class

WZ Index
Original Adoption: 08-16-16
Revision Dates: 11-07-18, 03-02-20, 09-20-21, 08-01-22

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, administering emergency medical care, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties and are directly supervised by a Fire Captain. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all fire and medical emergency calls received by the department. Trains for, performs, and maintains proficiency in fire suppression and safety. Drives or rides in fire apparatus or emergency vehicle to and from the scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by reporting address and details to officer in charge, locating the address on a map, evaluating navigational problems and taking shortest route available. Observes the burning structure and fireground to determine the most efficient method of attack. Evaluates the potential effects of environmental conditions on the fire. Determines if a position is safe for firefighting crews, positions apparatus, and determines the length and number of hose lines necessary for fire suppression. Dismounts apparatus, pulls hose from bed and connects hose lines to hydrant or other water supply source. Primes and operates pumper to supply adequate pressure to the nozzle. Operates and controls portable or fixed water streams in order to extinguish fire and protect exposures. Inspects charged hose line for kinks and repairs or replaces burst hose sections. Performs automatic sprinkler and standpipe system operations. Operates appropriate class of fire extinguisher. Observes and responds to changing fireground conditions, notifying officer in charge. Maintains awareness of other firefighters' efforts and assists them to ensure a safe and coordinated performance.

Notifies occupants or neighbors to vacate premises due to safety concerns. Maintains limited crowd and traffic control at the scene until police arrive. Performs search and rescue operations. Moves heavy objects, cuts open vehicles or machinery, and removes electrical wires in order to remove people from life-threatening situations. Carries or assists victims away from danger and

examines them for signs of injury and medical alert tag. Administers basic or advanced first aid as well as emergency medical care to victims at the scene or on the way to the hospital. Notifies dispatcher of need for additional medical help.

Performs salvage and overhaul. Reads and recognizes HAZMAT symbols. Acts to contain hazardous material spill or control spread under direction of superior officer. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard.

Recognizes signs of arson, observes spectators for suspicious behavior, notifies officer in charge, and preserves evidence. Secures burned building to protect from weather and vandalism. Extinguishes or controls grass and shrub fires. Conducts prevention inspections of residences in the area.

Cleans, dries, tests, inspects, and properly secures any assigned firefighting tools or equipment. Tests communication equipment and performs daily radio checks. Performs periodic tests of apparatus pumping capacity and pressure. Maintains inventory of tools and equipment on apparatus. Inspects hydrants for defects and performs routine maintenance, flushing periodically as needed. Provides for the proper maintenance and upkeep of the station and grounds.

Participates in training and drills, and learns and maintains proficiency in department equipment, tools, and the principles of fire behavior. Participates in critical evaluations of departmental response to each fire. Provides occasional informal training for new employees. Practices with apparatus and equipment under supervision. Studies direct routes, location of streets, water mains and hydrants in response area. Studies laws and documents related to emergency medical services. Ensures that accurate emergency medical services records are maintained. Completes assigned forms and records. Writes reports, and creates and writes preplans. Makes entries in daily log for the department. Reports to work well-groomed, on-time and in proper attire. Maintains satisfactory interpersonal relationships with other department members. Receives telephone calls, assists visitors and conducts tours at the fire station.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have a valid driver's license.

Must not be less than eighteen (18) years of age.

Firefighter/Operator WZ
Original Adoption: 08-16-16
Revision Dates: 11-07-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Deputy Fire Chief. Fire Captains rank directly below the class of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all assigned areas and stations on one shift. Responds to fire alarms from dispatcher, records pertinent information, and proceeds with en route size-up. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs emergency scene operations and serves as fire safety officer until relieved by superior officer. Directs the positioning of apparatus at the fireground. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and salvage and overhaul. Personally acts as part of the fire attack team. Observes and responds to changes in fireground conditions while directing firefighting operations. Maintains communications between the fire scene and other authorized personnel. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Briefs incoming captain on all pertinent activities that occurred or will occur on the upcoming shift.

Provides emergency medical care to the sick or injured at the emergency scene. Performs emergency medical services. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of structure and vehicle fires to determine whether the fire was the result of natural causes, carelessness, or arson. Assists arson investigation personnel and acts as liaison with law enforcement. Takes photographs of the building to provide an accurate extent of damage. Collects information concerning the burned building, the fire structure exterior, and the surrounding area. Completes

preliminary fire investigation reports. Requests expert assistance if needed when complex equipment or related difficulties are involved. Takes extensive notes concerning each phase of the investigation. Testifies in court when required.

Issues orders and manages tasks outside of normal working practice. Provides assistance to subordinates in technical areas of work. Writes reports, and reviews reports written by subordinates. Approves leave. Creates and reviews preplans. Inspects the appearance of assigned equipment and personnel.

Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all features which might become important in a fire or emergency situation. Inspects exterior and interior of buildings ensuring all aspects are in compliance with fire codes. Inspects commercial businesses and recommends corrections for unsafe practices and conditions. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority.

Oversees inspection of fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for repair and maintenance of apparatus and equipment.

Provides for the maintenance of department records such as record of activity, inventory records, or any others which may be required. Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Prepares LFIRS reports. Completes a report of each fire inspection.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical

examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least (5) five years immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications in Hazardous Materials: Awareness and Operations, Firefighter I and II, Apparatus Driver-Operator Pumper, Fire Instructor I, Fire Inspector I and Fire Officer I according to National fire Protection Associations (NFPA) standards, and have been tested in accordance with IFSAC or ProBoard. Must have current Louisiana State Bureau of EMS license and be nationally registered as an Emergency Medical Technician (EMT) basic or higher.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Captain.

Must wait eighteen (18) months before testing in the class of Fire Captain if rejected from working test period for any reason.

Fire Captain WZ
Original Adoption: 08-16-16
Revision Dates: 08-01-22

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Deputy Fire Chief provides for regular employee training at all levels within the department. The employee of this class also supervises the production of fire records and reports, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing all operations of the department and performs the duties of the Fire Chief in his absence. Participates in decisions regarding departmental organization, including decisions concerning the number and distribution of operating units. Evaluates the effectiveness of the department by observing department operations. Takes appropriate action to correct or improve problem areas. Plans and organizes departmental operations involving personnel, equipment and apparatus.

Develops a training program for the department, evaluates training needs, and ensures that such program is properly staffed and supplied with the appropriate resources. Provides for employee training in the classroom or conducts drills and evolutions in basic firefighting, rescue operations, safety, EMS, hazardous materials operations, driving, the use of fire apparatus, equipment, tools, breathing apparatus and any other subject areas as required. Provides technical assistance and on-the-job training for new employees.

Supervises department employees by assigning work schedules or duty areas, and approving leave. Inspects the appearance of all assigned personnel and equipment. Holds meetings with subordinates to receive and review reports, and provide information. Oversees and evaluates the work performance of subordinates, and discusses such

performance with the employee and Fire Chief. Maintains discipline and harmony in the department by resolving employee complaints and grievances, counseling employees who are experiencing work problems and recommending disciplinary action when needed. Delegates authority to subordinates for the more effective operation of the department.

Responds to all major alarms dispatched. Directs activities and supervises the fire company at the scene of a fire or other emergency, performing duties such as overseeing all safety procedures, size-up, forcible entry, ventilation, nozzle and hose handling, pump operations, use of water supplies, protection of exposures, salvage, overhaul and rescue operations. Personally acts as part of the fire attack team when needed. Participates in handling emergencies involving hazardous materials. Coordinates and maintains communications between the fire scene and law enforcement or other authorized personnel, relaying necessary information. Provides for the needs of firefighting and other emergency personnel at the scene. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Collects and labels evidence of suspected arson. Secures the fire scene to protect evidence and assists arson investigation personnel.

Examines the exterior, interior, and surrounding area of the fire structure to determine the point of origin. Investigates vehicle fires to determine the point of origin. Takes photographs of the interior and exterior of the building to provide an accurate record of the extent of involvement and damage.

Collects information for pre-fire planning by visiting public buildings, and inspecting or directing the inspection of buildings to determine the existence of potential fire hazards. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required, including payroll records. Supervises the preparation of LFIRS reports. Completes fire inspection reports. Assists the Fire Chief by reviewing and responding to correspondence addressed to the fire department.

Assists in the preparation of the departmental operating budget by gathering, compiling and organizing needed data. Participates in accounting for the money and assets of the department. Writes requests for grants or other special funds to aid in the operation of the fire service. Meets with sales representatives to review products. Authorizes expenditures of funds, and purchases equipment and supplies, keeping such purchases within the established budget.

Oversees the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment and arranges for repair of such, as needed. Inspects equipment after repairs to check that repairs were properly accomplished. Personally tests or directs the testing of assigned equipment. Orders, distributes and maintains inventory of equipment and supplies.

Participates in the personnel recruitment and selection program by interviewing and evaluating prospective employees. Participates in the research and planning for programs and activities of the department. Recommends departmental goals, objectives, and policies for consideration by

the Fire Chief. Studies new laws, regulations or court rulings relating to fire department operations to determine if changes in department procedures are needed. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Recommends changes in department operations that will help obtain favorable ISO/PIAL ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates accidents and complaints involving the department, determines the cause, and takes action to correct the problem or to avoid future accidents.

Informs the public about fire department operations by participating in and overseeing talks, demonstrations, the distribution of literature and department tours. Answers questions from the public about the operation of the department or any related areas of emergency services. Receives complaints from the public on hazards or possible violations of fire codes. Assists the fire chief in releasing information to the news media. Participates in conferences, conventions and other educational meetings.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain, with at least two (2) years of service in the class, immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications in Hazardous Materials: Awareness and Operations, Firefighter I and II, Apparatus Driver-Operator Pumper, Fire Instructor I and II, Fire Inspector I, Fire Investigator I, Fire Officer I and II according to National Fire Protection Associations (NFPA) standards, and have been tested in accordance with IFSAC or ProBoard. Must have current Louisiana State Bureau of EMS license and be nationally registered as an Emergency Medical Technician (EMT) basic or higher.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Deputy Fire Chief.

Must wait eighteen (18) months before testing in the class of Deputy Fire Chief if rejected from working test period for any reason.

Deputy Fire Chief WZ

Original Adoption: 08-16-16

Revision Dates: 08-01-22

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of the chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of the fire ground operations. The employee of this class directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to West Baton Rouge Parish Fire Protection District #1 Fire Board of Commissioners and the Parish President.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs management policies, goals and objectives for the department. Creates a functional departmental structure that best utilizes the available resources, routing work to the appropriate personnel. Locates and secures grants available for fire protection projects. Collects and reviews data in order to make effective management decisions, reviews department operations in light of the data gathered, and inputs new policies and procedures. Reviews legislation, regulations, and ordinances pertaining to fire protection to determine if changes in policy are needed, and testifies on proposed legislation before legislative committees. Monitors local conditions which may affect the department and identifies target areas for improvement in service.

Manages the general accounting system for the department, overseeing that expenses, disbursements, and related departmental financial transactions are recorded properly to maintain accurate financial records. Authorizes expenditure of funds allocated for fire department operation, and prepares a departmental operating budget. Prepares revenue and expenditure estimates, and directs payroll administration.

Promotes a positive public image of the department, coordinates the work of the department with all applicable state, local and federal agencies, and serves as official department representative at meetings. Gives speeches or demonstrations before schools and civic groups on fire prevention or related topics. Works with boards and agencies, such as retirement and supplemental pay boards, which affect the careers of fire department employees. Oversees departmental interaction with the news media, and directs the handling of any complaints

received from the public. Identifies target areas for public education in fire prevention, develops a program to meet community needs, and produces instructional materials.

Works with the parish fire board on local legislation and meets regularly with all cities and towns to convey fire department action. Writes departmental correspondence, public service announcements, news releases, and requests for grants or other funds to aid in the operation of the fire department.

Manages the personnel functions of the department, creating work cycles and efficiently distributing manpower. Develops a personnel recruitment, interviews prospective employees and makes recommendations for hiring. Determines performance standards for personnel, establishes employee evaluation system, and provides training for supervisors on evaluations. Uses information gained from performance evaluations to make job assignment decisions. Maintains a balance between meeting employee and organizational goals, and develops a grievance resolution process. Outlines responsibilities, sets task priorities and long-term goals for subordinates. Assigns work spaces and supplies employees with the resources to complete their jobs. Holds formal meetings with groups of subordinates, adjusts work schedules, approves leave, and monitors work pace. Reviews reports written by subordinates, evaluates employee work performance, counsel employees experiencing work problems, and handles employee grievances. Gives constructive feedback on work performance, motivates employees and maintains discipline in the department.

Directs and monitors an emergency management system. Ensures that command staff members are meeting objectives in accordance with procedures set up in the emergency management plan. Directs and controls fireground operations and establishes effective fireground communications to promote maximum effectiveness. Oversees a program of fire inspections, pre-fire planning, fire investigation, emergency medical care, hazardous materials and special tactical situations ensuring that assigned department members have requisite training and reviews the work of subordinate personnel.

Establishes a system of personnel inspections to exercise control by providing analysis of department procedures. Provides for outside audits, and establishes an internal affairs review process to investigate violations of departmental policies. Inspects the appearance of department equipment and personnel, trains subordinates in safety, and ensures that equipment and personnel meet departmental standards. Evaluates training needs and oversees a training program for the department, providing on-the-job training for members and scheduling outside instruction to meet any training needs not available.

Oversees a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in departmental records, determines in what form such information should be kept, determines record retention and provides for the security and privacy of all stored information. Completes any records required and compiles data needed for reports.

Oversees the care and maintenance of all departmental property, arranges for repairs of any equipment, and inspects property after repairs to see that they were properly accomplished. Prepares specifications on new equipment for public bid.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

RECOMMENDED BUT NOT REQUIRED

Must have obtained Firefighter I and II according to the National Fire Protection Association (NFPA) standards.

Must have obtained Fire Officer I according to the National Fire Protection Association (NFPA) standards.

Must have obtained Fire Investigator I according to the National Fire Protection Association (NFPA) standards.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum. Must have three (3) years of experience in full time fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum. Must have at least five (5) years of experience in full time in fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities.

OR

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Must have at least six (6) years of experience in full time in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities.

Fire Chief WZ

Original Adoption: 09-20-21

Revision Dates:

DIRECTOR OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a high-level administrative position with responsibility for assisting the Fire Chief in directing administrative functions of the fire department. The primary duties and responsibilities include managing the Administrative Division in areas such as planning and research, maintaining departmental records and reports, preparing the departmental budget, maintaining department supplies and equipment, and preparing payroll and billing documents. The Director of Administration supervises positions comprising the fire service support classifications in the Administrative Division in the absence of the Fire Chief. The employee of this class has the authority to work independently in most areas, and can perform routine tasks without supervision. The incumbent of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the management of the administrative functions of the fire department. Recommends management policies, goals and objectives for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Assists the Fire chief in managing the accounting of funds and assets of the department. Assists in the preparation of the departmental operating budget by gathering information and compiling and organizing data to be used in preparing the department budget. Writes request for special funds to aid in the operation of the fire service. Provides assistance to the Fire Board of Commissioners and Fire Chief by researching laws and information needed for special projects and coordinating activities with other department heads.

Manages the operation of all divisions of the department with primary functions including clerical duties, accounting, or records-keeping. Prepares payroll records, takes complaints from employees about pay, and deals with payroll section errors, changes, and other matters related to payroll. Prepares and authorizes expenditure estimates and purchase requisitions according to departmental procedures, and gets estimates on repair costs for any assigned equipment. Purchases equipment and supplies, and locates and arranges for repair and maintenance services of all assigned equipment. Inspects equipment or property after repairs to ensure repairs were properly accomplished. Distributes supplies and equipment as required.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Types letters, forms, memos, statements, formal reports,

or any assigned documents. Reads graphs; charts; manuals; records; or related documents; and compiles and organizes data for reports. Composes business letters using correct grammar and punctuation. Prepares news releases or any other type of official department statement for publication. Operates a computer terminal, calculator or mathematical software, copying machine, and facsimile machine. Enters routine information in department records. Sets up filing system, and provides for the maintenance of all department records. Maintains a library or archives materials for future use by department personnel. Files correspondence, cards, forms, records, and reports in hard copy files or a computer database where they are organized numerically, chronologically, or by code. Locates and retrieves information or documents from hard copy files and computer files while performing appropriate back-up functions with computer files. Uses computer scanning equipment to enter records or documents into the database. Extracts information or summarizes contents of files for use by departmental personnel. Keeps record of material removed from files, and traces missing files. Fills out all forms or records required or assigned to this position and files them according to department procedures.

Provides assistance to chief officers of the department regarding the general care and maintenance of firefighting apparatus and equipment, communications or other specialized equipment, motor driven vehicles, stations and grounds, and other related property. Reviews request and makes arrangement for repairs and maintenance of facilities, equipment, or operating systems.

Inspects and evaluates the effectiveness of the Administrative Division and takes appropriate action to correct or improve problem areas. Participates as a member of the hiring committee, and making recommendations for hiring. Investigates complaints against the division personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken as directed.

In the absence of the Fire Chief and as may be assigned, supervises positions comprising of fire service support classifications in the Administrative Division by assigning work or duty areas, assigning work schedules, approving leave, overseeing and evaluating the work performance of subordinates, reviewing reports written by subordinates, writing evaluation reports and discussing work performance with subordinates. Provides assistance to subordinates in technical areas of work. Recommends disciplinary action against subordinates. Counsels subordinates who are experiencing work problems and resolves employee grievances.

Assists at the fire scene by acting as a liaison between the Incident Command and private contractors as needed by handling status board, calling for assistance, and relaying necessary information. Provides logistical support for supplies and equipment in handling emergencies involving hazardous materials. Keeps informed on modern firefighting methods and administrative practices. Studies new laws, regulations, ordinances and court rulings relating to fire department operations. Recommends changes in department operations that will help the parish to obtain favorable ISO Ratings. Recommends additions to or changes in fire prevention codes.

Schedules appointments and keeps records of meetings and other events for the fire department. Places telephone calls for the department and answers any calls coming in on assigned lines. Opens, sorts, and distributes incoming mail to the proper person, section, or office. Stamps material to record date and/or time that the material was received. Processes outgoing mail and interdepartmental correspondence. Acts as a receptionist to visitors, screens them to determine their business, and directs them to appropriate individuals or offices. Answers questions and handles any routine requests by visitors to the office. Responds to any routine correspondence or requests on own initiative following departmental procedures. Takes dictation and transcribes from notes. Takes minutes or notes at meetings.

Keeps promotional eligibility lists, and maintains roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Provides informal or on-the-job training, and serves as instructor for training related to secretarial or clerical functions. Meets with the Fire Chief and department personnel to determine department objectives and to ensure employee needs are being met by the administration. Operates department motor pool vehicles to accomplish day-to-day tasks.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than twenty-one (21) years of age.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS:

Must have a bachelor's degree in fire science, fire administration, public administration, or other related curriculum and at least four (4) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory

responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least six (6) years of experience in fire service positions, at least two (2) of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Administrative Assistant WZ
Original Adoption: 11-07-18
Revision Dates: 08-01-22